

Payroll Classes



“I-TIME, IPOPS, Online pay stubs. One and two day training, for advanced users and beginners like me.” Dublin

DSP Applications for New Users

Two day course includes a review of the SCO Web site and online manual, IPOPS, I-Time, payroll calculations, Online Pay Stub, Online Reporting and Employee Self-Service.

Sep 10 & 11, 2008	8 a.m. – 3 p.m.
Nov 4 & 5, 2008	8 a.m. – 3 p.m.
Jan 20 & 21, 2009	8 a.m. – 3 p.m.
Mar 11 & 12, 2009	8 a.m. – 3 p.m.
May 19 & 20, 2009	8 a.m. – 3 p.m.

DSP Applications - Advanced Users

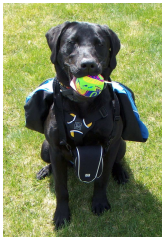
Provides advanced information about policies and procedures within DSP Personnel/Payroll Applications, in conjunction with Idaho Code, DHR & DFM rules and regulations.

Participants should complete DSP Applications for New Users prior to attending the advanced course.

July 2, 2008	8:30 a.m. – 4:30 p.m.
Aug 6, 2008	8:30 a.m. – 4:30 p.m.
Oct 8, 2008	8:30 a.m. – 4:30 p.m.
Dec 3, 2008	8:30 a.m. – 4:30 p.m.
Feb 3, 2009	8:30 a.m. – 4:30 p.m.
Apr 7, 2009	8:30 a.m. – 4:30 p.m.
Jun 2, 2009	8:30 a.m. – 4:30 p.m.

Payroll offers a variety of training sessions in addition to those listed above. Call DSP training at 208-334-2394

Travel Express



“Ball, camera, backpack, I’m set! Travel Express does the rest. I don’t need a pedometer to figure my mileage.” Hank

The Travel Express application links to the Federal per diem tables to accommodate the creation of travel reimbursement. Reimbursements are generated online and create a direct interface to STARS. Entry options include single and multi-trip grids, as well as calculations designed for travelers using State of Idaho P-Cards.

“I smell change ! Travel Express is being upgraded to.NET” Petunia



The SCO’s first web application is being upgraded to .NET technology like P-Card and our other Statewide Accounting Applications. Watch for our **Open House** and come see what the excitement is all about.

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Agency specific Accounting & Payroll classes can be customized and held at your facility or ours. For more information contact Patti Everill, (208) 332-8799 or DSP training, (208) 334-2394 [SCOtrainer@sco.idaho.gov](mailto:SCOtrainer@sco.idaho.gov)

Office of the Idaho State Controller  
Donna M. Jones  
Training Schedule  
FY 2009

Great Communication Starts With Training!

<http://www.sco.idaho.gov/>



***“If I was an Idaho State employee, I wouldn’t have to travel far away from home for training!”*** Hank



***“A quick retrieve and I’m off to secure my spot in training. What are you waiting for?”*** Hank

Now Available  
Now Available

Statewide Accounting System

A robust suite of web applications to streamline data processing

Payment Services  
Cash Receipts  
Adjustments



Petunia

***“Robust, strong, compact. I thought they were describing me, not the advanced technology of our systems ”***

Applications that leverage the robust computing power of STARS with state-of-the-art web technology. Save your agency time and money with these quick to learn applications. As with other SCO applications, setup is agency specific. Agencies can schedule time for agency specific training to help you convert to the new process. Watch for periodic **Open House** announcements as new enhancements and modules are added to the application.

**\*\*Coming in FY 2009\*\***  
*Purchasing module for requisition and purchase order processing.*

## STARS Classes

***“I’m packed and ready to go for enhanced STARS New User training.”***

Dublin



### STARS New User

Learn STARS basics for entering, editing and deleting batches, and using online reference manuals and forms. Enhanced hands on entry for Cash Receipts, adjustments and expenses in both STARS and our web applications.

|              |                 |
|--------------|-----------------|
| Jul 9, 2008  | 9 a.m. – 3 p.m. |
| Aug 5, 2008  | 9 a.m. – 3 p.m. |
| Oct 1, 2008  | 9 a.m. – 3 p.m. |
| Nov 12, 2008 | 9 a.m. – 3 p.m. |
| Jan 7, 2009  | 9 a.m. – 3 p.m. |
| Feb 4, 2009  | 9 a.m. – 3 p.m. |
| Apr 1, 2009  | 9 a.m. – 3 p.m. |
| May 6, 2009  | 9 a.m. – 3 p.m. |

### STARS New User II

Review STARS basics and frequently asked questions made to the helpdesk. Learn how transaction codes work, take a high-level look at agency structures, PCA/Index, grants and projects, and learn how they affect the ability to enter and retrieve data.

|               |               |
|---------------|---------------|
| Sept 17, 2008 | 8 a.m. – Noon |
| Dec 10, 2008  | 8 a.m. – Noon |
| Mar 4, 2009   | 8 a.m. – Noon |
| June 3, 2009  | 8 a.m. – Noon |

## STARS - FYE Preparation

In-depth training relating to FYE issues: encumbrances, document file, interagency billing, structure changes, warrant cancellations, FAS hold-file, payroll dates and reports. Training includes a review of FYE closing schedule for entries to STARS and year-end closing topic-by-topic.

March 18, 2009 9 a.m. – 11 a.m.

### FAS Classes

***“I thought only dogs got tags! Ha, my microchip keeps me safe and easy to locate.”***

Dublin



### FAS New User Prep & Workshop

Learn the basics: function keys, hold-file, day-to-day data entry. You will work with your own data. Follow-up workshop will cover items you need additional assistance with. You must attend Prep to attend Follow-up Workshop.

#### Prep

|              |               |
|--------------|---------------|
| Sep 30, 2008 | 8 a.m. – Noon |
| Feb 26, 2009 | 8 a.m. – Noon |

#### Follow-up Workshop

|              |               |
|--------------|---------------|
| Oct 28, 2008 | 8 a.m. – Noon |
| Mar 26, 2009 | 8 a.m. – Noon |

## CAFR Training



***“Does CAFR & Internal Controls on the same day make it a 2FR (two-fer)?”***

Dublin

### CAFR – In depth

Review of the closing package process, highlight problems encountered last year, touch on new accounting standards.

|              |                    |
|--------------|--------------------|
| May 7, 2009  | 8:30 a.m. – Noon   |
| May 11, 2009 | 1:30 p.m. – 5 p.m. |

### CAFR – Condensed Overview

A shortened version of the in-depth training, review closing package changes.

|              |                     |
|--------------|---------------------|
| May 5, 2009  | 9 a.m. – 10:30 a.m. |
| May 14, 2009 | 1:30 p.m. – 3 p.m.  |

## Internal Controls

***“Double dog dare you if you think you can override my controls. Nobody gets in my lunch box.”***

Petunia



Learn why internal controls are important and who is responsible to keep them in place. Class will cover the primary objectives and 17 points of focus.

|              |                       |
|--------------|-----------------------|
| May 5, 2009  | 1:30 p.m. – 3:30 p.m. |
| May 14, 2009 | 9 a.m. – 11:00 a.m.   |

## IBIS

Idaho Business Intelligence Solution

### Query Studio – BI 8.3 Release

Learn data and functionality for building ad hoc reports. New release has increased functionality for filtering and formatting data.

|              |                       |
|--------------|-----------------------|
| Jul 22, 2008 | 8:30 a.m. – 3:30 p.m. |
| Aug 26, 2008 | 8:30 a.m. – 3:30 p.m. |
| Sep 23, 2008 | 8:30 a.m. – 3:30 p.m. |
| Oct 21, 2008 | 8:30 a.m. – 3:30 p.m. |
| Nov 18, 2008 | 8:30 a.m. – 3:30 p.m. |
| Dec 16, 2008 | 8:30 a.m. – 3:30 p.m. |
| Jan 27, 2009 | 8:30 a.m. – 3:30 p.m. |
| Feb 24, 2009 | 8:30 a.m. – 3:30 p.m. |
| Mar 24, 2009 | 8:30 a.m. – 3:30 p.m. |
| Apr 21, 2009 | 8:30 a.m. – 3:30 p.m. |
| May 26, 2009 | 8:30 a.m. – 3:30 p.m. |
| Jun 23, 2009 | 8:30 a.m. – 3:30 p.m. |

### Report Studio

Licensed users can call Patti to schedule time to design and build reports. Must have one month working in Query Studio prior to learning Report Studio.

## P-Card.NET



***“With P-Card I can stretch to reach vendors statewide, so flexible.”***

Hank

Quarterly updates and FYE payment processing and posted pending will be covered in June as FYE approaches.

|               |                  |
|---------------|------------------|
| June 10, 2009 | 9 a.m. – 11 a.m. |
|---------------|------------------|